

Norfolk Waterside Marriott/Waterside Convention Center

UTILITY/ELECTRICAL SERVICE ORDER FORM

PAWS/NDIA Symposium – April 16 –17, 2003

The City of Norfolk requires that no electrical equipment or apparatus be connected unless it conforms to the Norfolk electrical code. All electrical apparatus and splices must be installed in a metal enclosure to prevent the emission of sparks. All metal raceways, metal lighting fixtures, and metal housings of electrically powered equipment must be grounded. Flexible cords and cables less than #14 gauge are not permitted.

All requests for utility service must be received by the Engineering Department at least 10 days prior to need and should be accompanied by a check or a credit card to cover all charges.

Service for late requests cannot be guaranteed. A charge of \$25.00 will be applied to all late requests in addition to normal charges. The Hotel/Convention Center reserves the right to refuse any requests for service that is deemed unsafe or ill advised.

1. **ELECTRICAL SERVICE:** Please indicate service (s) needed (NOTE: Charges are on a per day basis)

110/120V: Guest must supply rated cable and rated male and female plugs.

Amps	# of Outlets Needed	Price per Day	# of Days	Cost
20 amps	x	\$40.00	x	=

220 VOLTS-SINGLE PHASE: Guest must supply rated cable and rated male and female plugs.

Amps	# of Outlets Needed	Price per Day	# of Days	Cost
60	x	\$100.00	x	=

240 VOLTS-THREE PHASE: Guest must supply rated cable and rated male and female plugs.

Note: Any booth requiring 240 Volt service must be located against service aisle wall.

Amps	# of Outlets Needed	Price per Day	# of Days	Cost
100 amps	5 Wire x	\$115.00	x	=
200 amps	5 Wire x	\$140.00	x	=

2. **WATER AND DRAIN- NOTE: Available in the Norfolk Ballroom only.** Charge is a \$75.00 flat rate plus \$75.00 for each device used. A 10-day notice is required for this service.

Note: Booths requiring this service must be located against the service aisle wall in Norfolk I or Norfolk VI

3. **PAYMENT:** Electrical Charges _____ + \$25.00 Late Fee (See Above) = \$ _____

Plus Tax (4.5%) x 1.045

TOTAL AMOUNT DUE WITH TAX: \$ _____

Power cords must be returned to the hotel otherwise your credit card will be charged an additional \$20.

Note: Credit Cards will be charged before service is provided.

Type of Payment: _____ Check _____ Visa _____ MasterCard _____ American Express _____ Discover
Credit Card Number: _____ Exp. Date: _____
Print Cardholder Name _____ Signature _____
Company Requesting Service: _____
Address, City, State, Zip Code: _____
Phone Number: _____ Fax Number: _____
Name of on-site contact: _____
Service Begin/End Date: _____ Ballroom/Exhibit Hall: <u>Hampton IV-V</u> Booth #: _____

*** If you have any questions, please call Alex Hawkins in Engineering at 757-627-4200 EXT. 6250**

Please return form with payment to: Norfolk Waterside Marriott

Attn: Ann-Marie Savage Convention Services Assistant 235 East Main St. Norfolk, VA 23510 TEL. (757) 628-6497 FAX (757) 628-6452

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Telephone Service Request Form

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Exhibitor

Information:

Name of Company:	
Name of Person Requesting Service:	
Telephone Contact Number:	Fax Number:
E-mail Address:	
Company Address:	

Booth #	Ballroom/Exhibit Hall
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Date(s) Telephone Service will be Required:

Connect Date:	Disconnect Date:
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Type of Service Requested:

Type	Quantity	Access		
		House Line	In	Out
1. Telephone Line				
2. Credit Card Swipe				
3. Fax Line				
4. Analog/Modem Line # of Lines Requested: (____) Computer Access : Incoming Outgoing Both				
5. Internet High Access Line: \$250.00 (1) Day., \$150.00 Each Additional Day				

Telephone Charges:

Telephone Line Installation	\$100.00 Per Line
Long Distance Calls	Standard Long Distance Rates
Local Calls	\$1.00 each
800 Line Calls	1st 20min free then \$.10 per min.

Payment Requirements:

1. Payment in the amount of \$100.00 for each telephone line PLUS 4.5 % tax MUST accompany this form!	
2. Payment of Local and Toll Charges will be made by: Please Choose one (Please choose one)	
Room Charge	Name of Attendee:
	Arrival Date:
Credit Card	Credit Card Type:
<i>Note: Credit Cards will be charged before service is provided</i>	Credit Card #:
	Expiration Date:
Please Print Cardholder Name:	Cardholder Signature:

IMPORTANT NOTICE: TELEPHONE LINES CANNOT BE ORDERED WITHOUT THE NECESSARY PRE-PAYMENT. REQUEST MUST BE RECEIVED A MINIMUM OF (2) WEEKS PRIOR TO INSTALLATION TO ENSURE AVAILABILITY! A CHARGE OF **\$25** WILL BE APPLIED TO ALL LATE REQUESTS IN ADDITION TO NORMAL CHARGES. THE HOTEL/CONVENTION CENTER RESERVES THE RIGHT TO REFUSE ANY REQUESTS FOR SERVICE THAT IS DEEMED UNSAFE OR ILL-ADVISED.

PLEASE RETURN FORM WITH PAYMENT TO NORFOLK WATERSIDE MARRIOTT

ATTN: Ann-Marie, 235 East Main Street, Norfolk, VA 23510
TEL. (757) 628-6497 FAX (757) 628-6452